

# OSC HR/Payroll Basics Quick Reference Guide



## SAP NetWeaver Portal

1. Open an Internet Explorer session
2. Type URL address –  
<https://mybeacon.nc.gov>
3. Type your NCID password.
4. Click the button.

## Log Off



1. Double-click the SAP icon on any screen.
2. Click the YES button to confirm log off.

## BEST Shared Services

OSC HR/Payroll Training HELP at:  
<http://www.osc.nc.gov/training/osctd/help/>

### BEST Shared Services:

#### Hours of Operation:

8:00am to 5:00pm

#### Phone:

Raleigh area: (919) 707-0707

Statewide: (866) 622-3784

Fax: (919) 855-6861

## Toolbar Buttons

	Enter	[ENTER]
	Save	[CTL + S]
	Back	[F3]
	Exit	[SHIFT + F3]
	Cancel	[F12]
	Execute & Print	[CTL + P]
	New Session	
	First Page	[CTL + Page UP]
	Previous Page	[Page UP]
	Next Page	[Page DOWN]
	Last Page	[CTR + Page DOWN]
	Help	[F1]
	Expand Node	
	Collapse Node	



Double-click to select entries, documents or items

## OSC Training Team

Contact the OSC Training Team through BEST Shared Services.

## Sessions

To open a new session

To switch between sessions [ALT + TAB] or  
[CTRL + ESC]

To close a session [System > End Session]

## Frequently Used Commands

/OXXXX	Creates a session and access transaction XXXX
/O	Opens a new SAP session
/N	Returns to the SAP Easy Access screen
/NEND	Logs off the system
/NSU53	Use to view authorization object

## Transaction Codes

A transaction code uniquely identifies a transaction. From any screen in SAP, it is possible to locate the code identifying that transaction.

1. Follow the menu path: System Status
2. The System Status screen displays.
3. The four character code identifying that transaction shows in the field.
4. Note the code for future reference.
5. Click to return to the original screen.

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## CAT2 – Complete Time Sheet

1. *Select the menu path:  
Human Resources > Time Management > Time Sheets > CATS Classic > CAT2 – Record Working Times*

**NOTE:** *The first time you access CAT2, you will have to select your profile on the Time Sheet: Initial Screen. From that point on, you will go directly to Personnel Selection for Fast Data Entry screen.*

2. *Enter a personnel number in the Personnel number field.*
3. *Click the Execute button.*
4. *Highlight desired record.*
5. *Click the Enter Times (pencil) button to access the Time Sheet: Data entry view screen.*
6. *Enter the appropriate A/A type in the A/A type field.*
7. *Enter the number of hours worked for the appropriate day.*
8. *To enter non-worked time, select the appropriate A/A type and enter the non-worked time hours.*
9. *When time entry is complete, click the Check Entries button.*
10. *Click SAVE.*

## CAT2 – Correct Time Sheet

1. *Select the menu path:  
Human Resources > Time Management > Time Sheets > CATS Classic > CAT2 – Record Working Times*
2. *Make the appropriate change/s.*
3. *When time entry changes are complete, click the Check Entries button.*
4. *Click Save.*

## CAT3 – Display Time Sheet

1. *Select the menu path:  
Human Resources > Time Management > Time Sheets > CATS Classic > CAT3 – Display Working Times*
2. *To view additional weeks in the time period, click the Previous Screen or the Next Screen buttons.*